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DD/S&T 3324-66

27 JUL 1966

MEMORANDUM FOR: Director of Computer Services
Director of Elint
Director of Research and Development
Director of Scientific Intelligence
Director of Special Activities
Director of Special Projects
Director of Foreign Missile and
Space Analysis Center

SUBJECT : DD/S&T

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1. Attached is a draft of a proposed statement of missions and functions for a DD/S&T

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It is requested that you review the statement and provide me with your views on whether or not the establishment of such an element and the appointment of a senior DD/S&T officer would be useful from both a Directorate and an Office standpoint.

2. It would also be helpful if you would propose appropriate changes in the wording of the missions and functions statement.

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Executive Officer
Directorate of
Science and Technology

Attachment

O/DD/S&T/ (27 July 1966)

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DD/S&T
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DRAFT

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Directorate of Science and Technology

MISSION

The DD/S&T [] is established to assure coordination and orderly implementation of the contract management, support and liaison activities related to DD/S&T projects []

FUNCTIONS

The Chief [] shall:

1. Assume overview and liaison responsibilities of the Directorate non-technical contract management relationships with the Government and industrial organizations with whom the Science and Technology Directorate has existing or proposed relationships.

2. Assure coordination and effective implementation of security policy and practices with respect to non-governmental organizations with whom the DD/S&T possesses a contractual relationship.

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3. Assure coordination as necessary with other CIA and governmental activities [REDACTED] with which there may be the possibility of policy, procedural, or liaison difficulties affecting the CIA-DD/S&T-Industrial interface and relationships.

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4. Maintain appropriate management record system pertaining to performance milestones applicable to each Directorate Industrial Contract [REDACTED]

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[REDACTED] and through regular visits to those companies and regular reporting to the DD/S&T will keep the DD/S&T advised of contractor performance with respect to established time and cost schedules and benchmarks.

5. Anticipate and advise as early as possible the appropriate Headquarters Program or Project Director and/or the DD/S&T of problems arising from contractor relationships within the fields of security, cost, scheduling, and other contract management areas as appropriate.

6. Provide liaison support for CIA and non-CIA officials visiting contractor organizations and assure security control of these individuals within the framework of established Directorate and Agency policy and instructions.

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7. Supervise all DD/S&T support personnel designated to assist him in carrying out his responsibilities.

8. In general will avoid interjecting himself between the Program Directors and the contracting organizations on technical program issues. In the event problems in these areas come to his attention he will avoid rendering an opinion or judgment and transmit any information available to the Program Director, the Office Director or the DD/S&T as appropriate.

9. Assure that all possible steps are taken, within existing regulatory and policy documents, to eliminate unnecessary procedural bottlenecks inhibiting rapid and effective achievement of contract objectives within the framework of approved Agency plans, projects and goals.

10. Report immediately to the DD/S&T any suspected conflict-of-interest case or other situation which might involve violation of Federal or state law or react unfavorably upon the public image of CIA or any CIA employee.

11. Perform such other duties as from time to time may be specifically directed or assigned by the DD/S&T or requested by Office Directors.